



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

OCT 02 2013

MEMORANDUM FOR ACTING UNDER SECRETARY OF DEFENSE FOR PERSONNEL
AND READINESS

SUBJECT: Reserve Forces Policy Board – Membership Balance Plan and Charter Renewal
Approval—Amended Guidance

On May 2, 2013, I approved the charter and membership balance plan for the Reserve Forces Policy Board (RFPB) (Attached). Subsequent discussion with the RFPB staff indicates that a portion of my memorandum must be amended to reflect the provisions of Section 10301(d) of title 10, United States Code.

Subparagraph (c) of my memorandum of May 2, 2013, reads as follows:

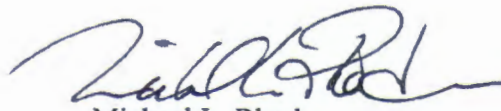
- (c) Ensuring that all work done by the Board and its subcommittees is based upon written tasks or terms of reference assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or you, as the DoD Sponsor. All tasks or terms of reference are subject to public review and, at a minimum, shall include:
 - i. A description of the problem or policy to be analyzed and the DoD decision maker for the matter(s) under consideration.
 - ii. Authority for members of the Board or its subcommittees to access DoD officials and DoD data that is pertinent to the matter(s) under consideration.
 - iii. A budget limitation under which the Board or its subcommittees must operate.
 - iv. A date by which the Board must submit its written conclusions (advice and recommendations) to the DoD decision maker.

This paragraph is amended to read as follows:

- (c) Ensuring that all work done by the Board is based upon written tasks or terms of reference assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or you, as the DoD Sponsor. The Board may also act on matters referred to it by any member of the Board, to include the Chair. Because the Board's authorizing statute does not rescind the responsibilities of DoD or the Secretary of Defense under the Federal Advisory Committee Act of 1972, or its implementing regulations for establishing subcommittees and ensuring balanced membership, the authority to establish subcommittees remains with the DoD approval authorities: the Secretary of Defense, the Deputy Secretary of Defense, or you, as the DoD Sponsor. Similarly, appointment approval authority for subcommittee members resides with the Secretary of Defense and must conform to existing appointment procedures. Finally, all Board work, to include that of any subcommittees, must be in response to written tasks or terms of reference as required by DoD policy. These tasks or terms of reference are subject to public review and, at a minimum, must include:

- i. A description of the problem or policy to be analyzed and the DoD decision maker for the matter(s) under consideration.
- ii. Authority for members of the Board or its subcommittees to access DoD officials and DoD data that is pertinent to the matter(s) under consideration. This authority rests solely with the Secretary of Defense, the Deputy Secretary of Defense, or you, as the DoD Sponsor.
- iii. A budget limitation under which the Board or its subcommittees must operate. This authority rests solely with you, as the DoD Sponsor.
- iv. A date by which the Board must submit its written conclusions (advice and recommendations) to the DoD decision maker.

If you should have any questions about this amendment, please contact the Advisory Committee Management Officer, Mr. Jim Freeman at 703-692-5952, or by email at james.d.freeman4.civ@mail.mil.



Michael L. Rhodes
Director

Attachment:
As stated